

## ADMINISTRATIVE PROCEDURES

No. 2320P

### Field Trips, Excursions, and Outdoor Education

School district sponsored field trips are defined as travel away from school premises, under the supervision of a district-paid staff member controlled by the district, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. The following procedures shall apply:

#### Field Trips/Excursions

1. The staff member shall submit a completed field trip request form to the principal at least two weeks prior to the field trip.
2. The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies.
3. The staff member shall be responsible for securing additional adult supervision for the trip. (One adult to a maximum of ten students is recommended when feasible.)
4. If private vehicles are used, the field trip request form shall acknowledge the name of the driver of each vehicle to be used. The district has no liability or property insurance coverage when private vehicles are used. The driver must be 21 and have completed a Volunteer Driver Form and attached a copy of his/her insurance card prior to driving. Employee drivers need to have a current district transportation card.
5. Each student participating in a field trip must first return a permission slip signed by his/her parent. If this does not occur before the trip departure time, verbal approval can be obtained from the parent. Parents shall be informed if private vehicles are to be used for the field trip.
6. Water parks are not acceptable as a field trip. Other high-risk trips should be carefully reviewed, with District Office input before final approval by the principal is given.

#### Outdoor Education

1. The outdoor education plans for the coming school year shall be presented to the Board for approval at a May Board meeting.
2. All staff to be involved shall be notified of plans after Board approval.
3. Information to parents regarding fees and waivers or reductions if offered, special clothing, dates, supervision of proposed activities, and other duties shall be sent to parents at least one month prior to the session. The parent must sign an approval form.

## ADMINISTRATIVE PROCEDURES

(Continued)

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4. If feasible, parents may opt to have their child participate in daytime activities only. Transportation will be the responsibility of the parent.
5. Students who do not elect to attend shall engage in meaningful learning experiences at school.
6. Students must purchase accident insurance or have family accident insurance.
7. Students who are unable to pay the fee may be granted a scholarship to cover their portion of the fee.

### Overnight or Out-of-State Trips

1. The staff member must submit to the principal a written plan, including purpose, supervision, itinerary, cost, housing, and student costs (if any) at least two weeks prior to submission to the Board.
2. After approval by the principal, the proposal should be submitted to the Superintendent at least one week prior to the Board meeting.
3. The staff member should attend the Board meeting to answer any questions the Board may have.
4. After approval by the Board, a written description of the overnight or out-of-state trip shall be sent to parents. All such trips are optional. Parent permission is required.

# WHITE RIVER SCHOOL DISTRICT NO. 416

## VOLUNTEER DRIVER FORM

NAME OF DRIVER: \_\_\_\_\_

VEHICLE YEAR/MAKE/MODEL: \_\_\_\_\_ LIC. #: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

TRIP IS TO: \_\_\_\_\_

*Please respond to each item below with a Yes or No answer.*

### YES/NO

\_\_\_\_\_ I am 21 years of age or older.

\_\_\_\_\_ I have a valid Washington State Driver's License.

License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ I have had vehicle moving violations or at-fault accidents within the last three years. (If Yes, please list.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate and uninsured motorist coverage.

Company: \_\_\_\_\_

\_\_\_\_\_ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company.

***I hereby certify that the above information is true and accurate to the best of my knowledge.***

\_\_\_\_\_  
Signature of Volunteer Driver

\_\_\_\_\_  
Date